CA-PMM

Project Name: Business Information System (BIS)

OCIO Project #: 5225-93
Department: CDCR
Reporting Period: *From:*   *To:*

Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

Status of Assigned Issues

Issue Number	Description	Due Date	Status

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OCIO Project #: 5225-93

Department: California Department of Corrections and Rehabilitation (CDCR)

Reporting Period: *From:* 6/1/09   *To:* 6/30/09

Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Integration testing of Shift Management tool has been delayed	Delay in planned Non-Productive and Productive Go Live of Shift/Time pilot for the Institutions	Complete Integration testing by 7/3/09
2. Were any key milestones or deliverables rescheduled?	Yes	UAT start has been rescheduled to 7/6/09	Non-productive and productive Go Lives for shift/time pilot will be delayed by a month	Ensure completion of integration testing by 7/3/09 so UAT can be started 7/6/09
3. Was work done that was not planned?	Yes	Change in the deployment approach	Additional tasks within current project scope	Prepare relevant documentation
4. Were there any changes to scope?	Yes	Release 1C (TPA) for CPHCS has been modified from the original scope	Planned Go Live for Release 1C/TPA is now 10/1/09	Complete scheduled project tasks related to 1C/TPA plan
5. Were tasks added that were not originally estimated?	Yes	1C/TPA related project tasks were added to meet the modified business requirements for medical invoice payments	Planned Go Live date for 1C/TPA will now be 10/1/09	Complete scheduled project tasks related to 1C/TPA plan
6. Were any tasks or milestones removed?	Yes	Project tasks (such as AD integration) related to original scope of 1C/TPA were removed to reflect new scope and schedule	Release 1C/TPA schedule has been modified to fit the new scope and approach	Realign new project tasks with the overall deployment schedule

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7. Were any scheduled tasks not started?	Yes	Planned UAT related tasks for Shift/Time pilot were not started/completed	Delayed Go Lives for Shift/Time pilot for the institutions and delayed business benefits	Ensure completion of integration testing by 7/3/09 so UAT can be started 7/6/09
8. Are there any new major issues?	Yes	UAT had to start 6/8 in order to meet the current/projected go live dates. UAT start has been pushed to 7/6 to accommodate completion of critical project tasks	Since UAT did not start 6/8, UAT completion date will be delayed further impacting the non-productive pilot and production pilot go lives	Project team complete UAT prep work by 7/3/09
9. Are there any staffing problems?	Yes	Project vacancies need to be filled	If vacant positions are not filled by end of June 2008, project work will be impacted	Hiring activities have started

Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	The current project end date needs to be revised to accommodate the changed approach from functionality-based rollouts to institutional-based rollouts	Discussions on rollout strategy and revisions to schedule and budget
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Rescheduling milestones and deliverables will have an impact on the remaining schedule and budget	Key milestones and deliverable due dates need to be revised to reflect the new approach and rollout strategy for the remaining non-pilot sites

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3. Is there any unplanned work that needs to be done?	Yes	Rollout strategy, resource planning, and scheduling will need to be finalized	Internal (with the business stakeholders) and external meetings (with control agencies and OCIO) need to be scheduled to obtain necessary guidance and approvals
4. Are there any expected or recommended changes to scope?	Yes	Release 1C scope has been modified to include interfaces to TPA system (instead of Prodagio)	Build new architecture and interfaces around the new scope
5. Are there any tasks not originally estimated that will need to be added?	Yes	Depending on the revised rollout strategy, additional tasks and milestones may need to be added to the revised schedule	Define rollout strategy, identify project tasks, assign resources, and develop an updated schedule
6. Are there any tasks or milestones that should be removed from the plan?	Yes	Changes in tasks and deliverables will impact the current contract from a deliverables as well as payment standpoint	Realigning current project deliverables and milestones with the revised contract is currently being done
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	The revised rollout/deployment strategy will necessitate a revision to the scheduled task start dates and durations	A revised project schedule will need to be developed after the rollout strategy is finalized
8. Are any major new issues foreseeable?	Yes	Potential impacts on future contracts, resources, and budgets need to be addressed in the planning session	Potential issues around integration, resource availability, and contracts need to be addressed effectively
9. Are any staffing problems anticipated?	Yes	Additional resources may be required to support the extended deployment of the rollouts	Right-skilling and right-sourcing of resources that align with the deployment of the remaining rollouts need to be completed

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Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**

Successful go live of SCM at CSp-Sac and NCYCC. Successful start of UAT for Shift and Time Management pilots.

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Go Live with SCM functionality for CSP-Sac and NCYCC	6/1/09	6/1/09	Completed		6/1/09
Start User Acceptance Testing (UAT) for Shift/Time Management pilot	6/8/09	6/1/09	Completed		6/8/09
Data migration for Shift/Time institutional Pilot	7/6/09	6/30/09	Completed	Delay in Go Live of non-productive pilot	

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Project Manager to Sponsor

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Finalize rollout deployment approach and strategy. Develop implementation schedule, resource requirements, and budget
Milestones			X	Revise project milestones based on the revised/updated project schedule for the rollouts
Deliverables		X		Deliverables for the remaining rollout implementation will have to be scheduled according to the revised project schedule
Resources		X		Project resources have to be aligned with the revised project schedule after finalizing the rollout approach
OneTime Cost	X			Budget increases have to be identified to the revised project schedule and deployment approach
Continuing Cost	X			No significant changes in support costs are anticipated because of the revised project schedule

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Sponsor to Executive Committee

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Summary Milestones and Highlights

Project Milestones:
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Go Live with SCM functionality for CSP-Sac and NCYCC	6/1/09	6/1/09	Completed		6/1/09
Start User Acceptance Testing (UAT) for Shift/Time Management pilot	6/8/09	6/1/09	Completed		6/8/09
Data migration for Shift/Time institutional Pilot	7/6/09	6/30/09	Completed	Delay in Go Live of non-productive pilot	

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".
* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Finalize rollout deployment approach and strategy. Develop implementation schedule, resource requirements, and budget
Milestones			X	Revise project milestones based on the revised/updated project schedule for the rollouts
Deliverables		X		Deliverables for the remaining rollout implementation will have to be scheduled according to the revised project schedule
Resources		X		Project resources have to be aligned with the revised project schedule after finalizing the rollout approach

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One Time Cost	X			Budget increases have to be identified to the revised project schedule and deployment approach
Continuing Cost	X			No significant changes in support costs are anticipated because of the revised project schedule

Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0		The site-based deployment approach has led to transition issues as well as delayed realization of business benefits.
	Medium Degree of Buy-In	1	1 Yellow	
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0		
	Medium Viability	1	0 Green	
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0		The site-based deployment approach has resulted in schedule slippages along the critical path and project end date.
	5% to 10%	1	1 Yellow	
	>10%	2		

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4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	**0**	Green	
	5% to 10%	1			
	>10%	2			
5. High-Probability, High-Impact Risks	0 to 3	0	**1**	Yellow	Project risks stem from the organizational transition and delayed benefits that the site based approach engenders.
	4 to 6	1			
	>6	2			
6. Unresolved Issues (on time resolution)	On time	0	**2**	Red	Issues in the project in the areas of organization transition and deployment schedule for the remaining sites will impact critical path to completion.
	Late with no impact	1			
	Late impacting the critical path	2			
7. Sponsorship Commitment	Fully engaged	0	**1**	Yellow	The new BIS sponsors are getting up to speed and increasing their involvement in the project.
	Partially engaged	1			
	Inadequate engagement	2			
8. Strategy Alignment	Strong alignment	0	**0**	Green	
	Partial alignment	1			
	Weak or no alignment	2			
9. Value-to-Business	Strong	0	**0**	Green	
	Medium	1			
	Weak	2			
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**1**	Yellow	The vendor has gaps in the Organizational Change Management (OCM) and PM areas that have had a negative impact on the project.
	Medium	1			
	Weak	2			

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11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**2**	Red	Under staffing, under skilling, and task dependencies in the schedule will have a drag effect on the team's ability to meet critical milestones.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**1**	Yellow	Under staffing, under skilling, and task dependencies in the schedule will have a drag effect on the team's ability to meet critical milestones.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	**1**	Yellow	The timely completion of project tasks and the sustainable support of BIS is dependent on filling the current staff vacancies and skill gaps.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**1**	Yellow	The aggressive project timeline necessitates about 20% overtime work to accommodate deadlines.
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	**1**	Yellow	Given the complexity of the project and the high level of integration required between teams, team dynamics has a steeper learning curve and lengthy maturation process.
	Moderately Effective	1			
	Ineffective	2			
		Total	**13**	**Y**	

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Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale
The Vendor's leadership and effectiveness in implementing Organization Change Management (OCM) methodologies and techniques have been low resulting in poor stakeholder management. In addition, the vendor's Knowledge Transfer (KT) effectiveness has been low which may result in a difficult program transition for CDCR.